

**CITY OF MEMPHIS  
DIVISION OF HOUSING & COMMUNITY DEVELOPMENT**



**STRATEGIC COMMUNITY  
INVESTMENT FUNDS**

**AGENCY PROFILE INSTRUCTION PACKET & APPLICATION**

**FOR FUNDS AVAILABLE  
FISCAL YEAR 2018 (JULY 1, 2017 - JUNE 30, 2018)**

**APPLICATION DEADLINE: 4:00 PM NOVEMBER 18, 2016**

**FORMS IN THIS PACKET MUST ACCOMPANY PROGRAM APPLICATION  
SUBMITTED**

**JIM STRICKLAND, MAYOR  
PAUL A. YOUNG, DIRECTOR**

**STRATEGIC COMMUNITY INVESTMENT FUNDS  
GENERAL INSTRUCTIONS & APPLICATION FOR ALL PROGRAMS  
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# STRATEGIC COMMUNITY INVESTMENT FUNDS

## Introduction

The Division of Housing and Community Development (HCD) administers Federal and City funds for programs that carry out its mission:

***To drive community revitalization through a seamless system of supportive services, affordable housing, and new business development.***

While many programs are carried out through HCD directly, others are contracted out to eligible organizations on a competitive basis. The Strategic Community Investment Funds (SCIF) provides an opportunity for organizations and agencies to submit competitive applications.

The funds available on a competitive basis are awarded to eligible nonprofit, for-profit, faith-based, and other organizations to implement community and economic development programs. The funds through this process are primarily available for programs that benefit low and moderate income persons of Memphis as defined by HUD's income criteria (see Appendices A and B). Applications are accepted once a year through the City's SCIF program.

The SCIF includes all currently available competitive grants. The programs include:

- Emergency Shelter Grant
- Community Housing Development Organization
- Housing Opportunities for Persons With AIDS
- Community Service Grants
- Tenant Based Rental Assistance
- Affordable Multi/Single Family Housing Program
- HOME Match for Housing for Homeless and Special Needs Populations
- Neighborhood Development Program
- Community Economic Development Program

The SCIF coordinates the application and selection processes. The intention is to provide a simple process and to make expectations of applicants clear. While each applicant might apply for more than one available program, much of the documentation needs to be provided only once. Applicants only need to submit one Agency Profile with copies plus the individual program application for each program the applicant is applying.

## **Housing & Community Development Priority Needs and Goals**

The SCIF process enables organizations and agencies to design programs that effectively address the strategic goals and objectives identified in the City's Consolidated Plan. The primary goal is to foster the development of viable urban neighborhoods that include decent housing for everyone, expanded economic opportunities, and a suitable living environment.

The Consolidated Plan identifies priority needs and goals that are designed to help us achieve the primary goal. In order to be considered for funding under the SCIF, projects must meet at least one of the following priority needs and goals. The priority needs and goals for FY2017 through FY2019 are provided below.

### **Priority Needs**

1. Emergency Shelter: Increase emergency shelter capacity
2. Permanent Supportive Housing - Increase permanent supportive housing for households that are chronically homeless
3. Rapid Re-Housing - Provide Rapid Re-Housing programs for households with children and veteran families
4. Prevention - Provide prevention services for individuals and families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI.
5. Outreach/Coordinated Entry - Expand current street outreach presence to locate, identify and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
6. Transitional Housing - Provide transitional housing opportunities for homeless youth, persons with HIV/AIDS, and victims of domestic violence.
7. Rental Assistance - Provide support for public services necessary to assist populations with special needs and others to get the resources necessary to enhance self-sufficiency and quality of life in daily living. Provide support for public facilities and improvements that enhance neighborhood revitalization efforts.
8. Production of New Units - Provide support for the production of new single family and multi-family rental and homeownership units.
9. Rehabilitation of Existing Units - Provide support to the rehabilitation of single family and multi-family rental and homeownership units.
10. Acquisition - Provide support toward the acquisition of property to support rehabilitation or new construction of rental and homeownership housing and commercial development.
11. Economic Development - Provide support to projects that increase economic development opportunities.

## Goals

1. End Homelessness for the Chronically Homeless - Provide permanent supportive housing using a Housing First approach. Establish a Coordinated Entry system that uses a common assessment tool to determine the best-fit intervention for individuals experiencing chronic homelessness. Prioritize the most vulnerable for permanent supportive housing placement. The Coordinate Entry system should include street outreach to reach the most vulnerable citizens.
2. End Homelessness for Families - Use the Central Intake/Homeless Hotline for families with children to coordinate and prioritize emergency services including prevention services, emergency shelter, and rapid-rehousing.
3. End Homelessness for Veterans - Using the coordinated entry for individuals and central intake for families, provide prevention services and rapid re-housing. Coordinate with VA Homeless services and other providers or veteran services to supplement the use of VA funded resources.
4. End Homelessness for Youth - Enhance resources for homeless youth by increasing access to emergency shelter and transitional housing.
5. Emergency Shelter/Rental Assistance - Increase opportunities for emergency shelter facilities and rental housing options.
6. Increased Public/Supportive Services - Increase availability of public and other supportive services.
7. Permanent Supportive Housing - Increase options for permanent supportive housing for persons who have a special need especially chronic substance abuse, HIV/AIDS, and mental illness
8. Quality affordable rental housing opportunities - Promote accountability of both renters and landlords in helping to maintain properties; work to expand individuals' and families' choices of affordable rental homes; and encourage and support the building of inclusive and sustainable housing units.
9. Increase homeownership opportunities - Develop and strengthen communication and partnerships with public, private and non-profits to leverage housing dollars; support homeownership education and accountability and provide pre- and post-ownership counseling; leverage housing dollars with existing and new funding resources to carry out affordable housing programs.
10. Rehabilitation/ Preservation of Existing Housing - Provide support to programs and projects that reduce the number of vacant and abandoned units and insure safe and sanitary housing conditions.
11. Public Improvements/Infrastructure - Provide assistance for public infrastructure improvements that are coordinated with other neighborhood revitalization projects through entitlement and capital improvement program funding.
12. Planning - The Division of Housing & Community Development will take an active role in neighborhood planning by partnering with the Division of Planning and Development to staff the Office of Comprehensive Planning (OCP). OCP will develop neighborhood vision plans in coordination with area CDCs and organizations, which will help align HCD's investment priorities with the neighborhood goals.
- 13.** Economic Opportunities - Provide funding to programs and projects that support economic opportunities including job creation and retention and facade improvements.

## **Targeted Neighborhoods/Areas/Populations**

Depending on the grant program, HCD targets its programs and gives priority to projects that fall within targeted geographic areas or the population served, as follows.

### Targeted Neighborhoods

Applications for projects throughout the City are eligible, but projects located in the target areas for the City's down payment assistance program may be given preference to encourage investment within these areas. They are as follows:

Beltline	Carnes Neighborhood
Binghampton/Highland Heights	Hickory Hill
38106	38118
38107	38122
38108	38126
38109	38127
38114	38128
38116	

A map is available in appendix C.

### Targeted Populations

The Tenant-Based Rental Assistance, HOPWA, and Emergency Solutions Grant programs give priority to populations rather than geographic area. Specifically, these programs are targeted to special needs groups including the homeless, victims of domestic violence, the elderly, persons with physical, mental, and developmental disabilities, and persons living with HIV/AIDS.

## **Additional Information**

This instruction packet for the SCIF process is meant to summarize the programs available under the SCIF and the submission requirements for the SCIF Agency Profile. The SCIF Agency Profile includes Exhibits I, and II and requires information from applicants about their agency/organization. Applicants are required to submit one SCIF Agency Profile for each SCIF program for which they are requesting funds. The instruction and application packets for each individual program provide specific information about individual program requirements. The SCIF process does not affect the specific Federal and local statutory and regulatory requirements of projects awarded funds through HCD.

## DESCRIPTION OF SCIF PROGRAMS

This section is meant to provide brief descriptions of all of the programs available under the SCIF process. It is not meant to provide all of the requirements specific to each program. The applications for each program have more specific information about the amount and type of funding available for that particular program.

<b>Program:</b>	<b>Emergency Solutions Grant</b>
<b>Who May Apply:</b>	Non-profit organizations that serve homeless populations.
<b>Eligible Activities:</b>	<ul style="list-style-type: none"><li>• Rehabilitating and/or converting existing emergency and transitional shelters</li><li>• Providing adequate operating funds for existing or new emergency and transitional shelters</li><li>• Providing certain essential services to homeless individuals</li><li>• Providing funding for programs and activities designed to prevent homelessness</li></ul>
<b>Contact:</b>	Homeless and Special Needs Department - 576-7310

<b>Program:</b>	<b>Community Housing Development Organization (CHDOs)</b>
<b>Who May Apply:</b>	Not for profit organizations that have been certified as CHDOs. CHDOs must be organized under state and local law for the purpose of providing decent, affordable housing (this must be evidenced in the Charter, Articles of Incorporation by-laws, or board resolution); have no individual benefit to members; have a clearly defined geographic service area; have nonprofit status; have a board that is representative of the community it serves; and demonstrate at least one year of experience in serving its community.
<b>Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Acquisition and/or rehabilitation of rental housing</li> <li>• New construction of rental housing</li> <li>• Acquisition and/or rehabilitation of homebuyer properties</li> <li>• New construction of homebuyer properties</li> <li>• Direct financial assistance to purchasers of CHDO-developed housing</li> </ul>
<b>Other Information:</b>	Funds are only available to those organizations already designated as CHDOs
<b>Contact:</b>	Twarla Guest @ 576-4238



<b>Program:</b>	<b>Housing Opportunities for Persons With AIDS (HOPWA)</b>
<b>Who May Apply:</b>	Non-profit organizations that serve persons infected by HIV/AIDS
<b>Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Housing information and resource identification</li> <li>• Acquisition/rehabilitation/conversion</li> <li>• Lease and repair of housing</li> <li>• New construction of single room occupancy facilities or community residences</li> <li>• Supportive services</li> <li>• Short-term supportive housing</li> <li>• Operating costs for housing</li> <li>• Project or tenant based rental assistance</li> <li>• Short-term rent, mortgage, or utility assistance</li> </ul>
<b>Other Information:</b>	<ul style="list-style-type: none"> <li>• Focus is to reduce the risks of homelessness for this population and increase access to stable permanent housing, healthcare, and other support services</li> <li>• Eligible program participants are low and moderate income persons diagnosed and families living with them</li> <li>• Area served includes Fayette, Shelby and Tipton Counties in TN, Crittenden County, Arkansas, and DeSoto, Marshall, Tate and Tunica Counties in MS</li> </ul>
<b>Contact:</b>	Homeless and Special Needs Department - 576-7310
<b>Program:</b>	<b>Community Service Grants</b>
<b>Who May Apply:</b>	Nonprofit Organizations
<b>Eligible Activities:</b>	Public Service & Public Facility Improvement
<b>Other Information:</b>	Project participants are limited to youth from primarily low and moderate-income households and persons who are members of homeless & special needs populations.
<b>Contact:</b>	Homeless and Special Needs Department - 576-7310

<b>Program:</b>	<b>Home-funded Tenant Based Rental Assistance</b>
<b>Who May Apply:</b>	Nonprofit agencies that serve the homeless, those are imminent risk of homelessness and/or special needs populations with income.
<b>Eligible Activities:</b>	TBRA pays up to 2 years of rental assistance and utilities. (Program participants are required to pay 30% of their adjusted income for rent and to pay a portion of the monthly utilities.)
<b>Other Information:</b>	All program participants must have income at or below 60% of the median for Memphis and be homeless, at imminent risk of homelessness or a member of a special needs population (physically, mentally or developmentally disabled; recovering from substance abuse addiction; the elderly or a victim of domestic violence). The \$300,000 available in HOME funds will provide two years of rental assistance (at an average of \$475 per month) for approximately 45 to 50 households. No grants will be made for programs serving less than 10 households. A lump sum operating award will be made with each TBRA contract for 25% of the total grant award (not to be less than \$60,000 for the entire contract period.)
<b>Contact:</b>	Homeless and Special Needs Department - 576-7310

<b>Program:</b>	<b>Affordable Single/Multi Family Housing Program</b>
<b>Who May Apply:</b>	For-profit and not-for-profit organizations
<b>Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Infrastructure construction</li> <li>• Construction</li> <li>• Rehabilitation</li> </ul>
<b>Other Information:</b>	<ul style="list-style-type: none"> <li>• Units must meet affordability guidelines as indicated in Appendices A and B</li> <li>• Multi family projects must have a minimum of 10 units on the same site</li> <li>• Single family projects must have a minimum of 5 infill or contiguous units located within the same zip code</li> <li>• Maximum funding available per project is \$750,000.00</li> </ul>
<b>Contact:</b>	Jocelyn Eddins @ 576-7428
<b>Program:</b>	<b>HOME Match for Housing for Homeless and Special Needs Populations</b>
<b>Who May Apply:</b>	Non-profit organizations who serve homeless and other special needs populations
<b>Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Property acquisition</li> <li>• Construction of supportive rental housing</li> <li>• Rehabilitation of supportive rental housing</li> </ul>
<b>Other Information:</b>	<ul style="list-style-type: none"> <li>• These funds will provide the cash match for Continuum of Care Permanent Supportive Housing projects that involve the development of new housing units for homeless disabled persons. Additionally, the funds will provide cash match for the development of rental housing for members of homeless and special needs populations.</li> <li>• Tenants eligible to live in the housing must be 50% of the median income in Memphis, homeless, and/or have a disability or be a member of a special needs group</li> <li>• Maximum grants - \$200,000.00 for Continuum of Care Match and \$250,000.00 for non CoC match</li> </ul>
<b>Contact:</b>	Homeless and Special Needs Department - 576-7310

**Program:** **Neighborhood Development Program**

**Who May Apply:** All non profit organizations that provide programs and services in the areas of business/economic development, community development and community initiatives

**Eligible Activities:**

- Workforce development/job training for Low/Moderate Income persons
- SBE/MBE/WBE Programs (Technical Assistance, Counseling, etc.)
- Job creation activities
- Neighborhood Clean up Initiatives
- Capacity building activities
- Youth Development/Mentoring programs (LMI areas)
- Economic development initiatives
- Affordable housing programs/related activities (credit repair, financial planning/budgeting for LMI)

**Contact:** Joyce Cox – 576-6982

**Program:** Community Economic Development Program

**Who May Apply:** Non-Profit Organizations

**Eligible Activities:**

- Acquisition
- Infrastructure
- Demolition
- Environmental Assessments
- Planning and Construction Costs
- Applicant must have site control – ownership or option
- Property must be zoned commercial or mixed use.

**Other Information:**

- Project funding is not to exceed 60% of total project cost
- When funding is awarded for acquisition (land or building), the project must be completed within 3 years from the time of award or the property will either be deeded back to the City or the grant will be converted into a loan
- Maximum award is \$250,000.00 and requires 40% secured financing or equity investment

**Contact:** Joyce Cox – 576-6982

## **APPLICATION SUBMISSION REQUIREMENTS/POLICIES**

### **Deadline for Submitting Applications**

Completed applications must be submitted to the address specified below no later than Thursday, November 19, 2015. Applications may not be sent by FAX, mail or e-mail. However, they may be delivered on or before deadline. Applications hand carried will be accepted between the hours of 8:30 a.m. and 5:00 p.m. on city work days; on the due date, **Friday, November 18, 2016 until 4:00 p.m.**

Applications must be submitted to:  
City of Memphis Division of Housing and Community Development  
ATTN: SCIF  
701 North Main Street  
Memphis, TN 38107

**LATE APPLICATIONS WILL NOT BE REVIEWED**

### **Applications for Multiple Programs**

Applicants must submit one copy of this "SCIF Agency Profile" for each program application submitted. Follow the instructions in each program application for the number of copies to be submitted.

Exhibit I of the application provides a matrix that describes the documents required under each program. Where a document is required for more than one program, the applicant need only submit it once.

### **Corrections to Deficient Applications**

The City may not accept any unsolicited information from an applicant after the due date. However, the City may contact an applicant to clarify an item in the application or to correct corrective technical deficiencies, such as a list of board members, a copy of the strategic plan, etc.

### **City Insurance Requirements**

All agencies awarded funds through the SCIF will be required to have insurance for the project. The insurance must be general liability insurance coverage in the amount of One Million Dollars (\$1,000,000.00) and must name the City of Memphis as the "Additional Insured," and agencies with five or more employees will need workers compensation insurance. This insurance must remain in full force for the duration of the project and must be issued by a company approved

by the City. Agencies receiving funding through the SCIF may not use these funds to pay for the required insurance.

### **Conflict of Interest**

The City of Memphis' Charter, Code of Ordinances and policy provisions are made applicable to this Request for Proposal and Board members cannot be city employees, family members of City employees nor have any other applicable conflict of interest unless otherwise reviewed and approved by the City Attorney's Office.

### **APPLICATION FORMAT**

All applicants must submit the completed SCIF Agency Profile, which includes **Exhibit I: Applicant Information and Exhibit II: Agency Revenues and Expenditures** in the format provided and an additional copy for each program application. Additionally, all applicants must complete the Program Application for each grant program applied for. These Program Applications and instructions are provided separately. All applications must be submitted on the forms provided in the application packet or be computer generated using this format. If space provided for answers is insufficient, attach additional pages. As an alternative to using the paper forms, you may use your own computer-generated copies of the required forms. Electronic files containing the general application and each program application are available upon request. **Additionally, the applications are available at the City of Memphis website: <http://scif.memphistn.gov>**

### **ALL APPLICATIONS MUST BE TYPED – NO HANDWRITTEN APPLICATIONS WILL BE REVIEWED**

All applications must be submitted as a packet and include the following items:

1. **Checklist Coversheet (provided in this packet):** one copy must be completed and attached as the cover sheet for the application.
2. **SCIF Agency Profile (provided in the packet):** One copy for each Individual Program Application. The General SCIF Application includes Exhibits I, and II. All applicants are also required to submit Exhibit III. When a document is shown in Exhibit I - Matrix of Required Documents, to be required for multiple individual programs, the applicant need only submit the document once.
3. **Program Applications (not provided in this packet):** For each specific program proposal, applicants must submit an original and two copies as required by each program application in the format requested within project applications.

**SCIF CHECKLIST  
USE THIS AS YOUR COVER SHEET**

<u>Applicant Name</u>
<u>Applicant's Address</u>
<u>Authorized Representative</u>

**Program(s) Applying for (check all that apply):**

<u>Program (Application Must Be Attached)</u>	<u>Amount Requested</u>
ESG _____	\$ _____
CHDO _____	\$ _____
HOPWA _____	\$ _____
CSG _____	\$ _____
TBRA _____	\$ _____
AFMSFH _____	\$ _____
HOME Match _____	\$ _____
NDP _____	\$ _____
CED _____	\$ _____

**Exhibit I: Applicant Information**

**1. SCIF cover Sheet** \_\_\_\_\_

**2. Required Documents as Required for Programs Checked Above-see matrix  
(enter N/A for documents that do not apply to the programs applied for)**

**Charter** \_\_\_\_\_

**TN Certificate of Existence** \_\_\_\_\_

**By-Laws** \_\_\_\_\_

**Mission Statement** \_\_\_\_\_

**501(c)(3), 501(c)(4), 501(c)(6), or 501 (c) (905)  
(specify which)** \_\_\_\_\_

**IRS Form 990 (tax return for nonprofit organization)** \_\_\_\_\_

**IRS Form 1099 (tax return for nonprofit organization)** \_\_\_\_\_

**Audit or Financial Statement and Management Letter** \_\_\_\_\_

**Officers and Board Members List** \_\_\_\_\_

**Board Composition** \_\_\_\_\_

**Board Participation** \_\_\_\_\_

**Nondiscrimination Policy** \_\_\_\_\_

**Staff Resumes** \_\_\_\_\_

**Proposed Job Descriptions** \_\_\_\_\_

**Support Letters/MOAs** \_\_\_\_\_

**License (if required)** \_\_\_\_\_

**3. Experience Narrative** \_\_\_\_\_

**Exhibit II: Agency Revenues and Expenditures  
For Non-Profit Organizations** \_\_\_\_\_

**Exhibit III: Application Certifications** \_\_\_\_\_

**4. Program Applications:**



(enter N/A for programs that you are not applying for)

Emergency Solutions Grant

\_\_\_\_\_

CHDO

\_\_\_\_\_

HOPWA

\_\_\_\_\_

CSG

\_\_\_\_\_

TBRA

\_\_\_\_\_

AFMSFH

\_\_\_\_\_

HOME Match

\_\_\_\_\_

NDP

\_\_\_\_\_

CED

\_\_\_\_\_

**\*\*\*\*Remember: Attach one copy of the SCIF agency profile to each program application that you are submitting.**

## **EXHIBIT I: APPLICANT INFORMATION**

### **STRATEGIC COMMUNITY INVESTMENT FUND - FY 2017**

#### **A. Applicant Documents**

All applicants for SCIF funds must provide the documents required by the SCIF grant programs for which they are applying. Please use the following chart as a guide to the required documents related to applicant eligibility.

The following abbreviations are used for the competitive SCIF programs.

Emergency Solutions Grant - ESG  
Community Housing Development Organization – CHDO  
Housing Opportunities for Persons With AIDS – HOPWA  
Community Service Grants – CSG  
HOME Tenant Based Rental Assistance – TBRA  
Affordable Multi/Single Family Housing Program - AMSFH  
HOME Match – COC  
Neighborhood Development Program – NDP  
Community Economic Development - CED

#### **B. Nonprofit Status**

The term **nonprofit organization** means (A) a nonprofit organization that is organized under State laws; (B) has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; (C) complies with standards of financial accountability acceptable to the Secretary of HUD; and (D) has among its purposes significant activities related to the objectives of the funds for which it is applying.

For applications that involve nonprofit organizations serving as the applicant, the application must provide either:

- (1) a copy of the Internal Revenue Service (IRS) ruling that provides tax exempt status for the organization under the appropriate part of the Section 501 (c) of the IRS Code listed above; or

Nonprofit organizations that have not received this IRS notification as of the application due date, or which cannot satisfy the alternative documentation as of that date, cannot be awarded funds through this process.

Also, please note that, if a nonprofit organization does not provide the requested documentation, the organization **is not eligible** to receive funds directly through the SCIF process.

**C. Experience Narrative**

For the applicant, please describe in no more than five (5) double-spaced, typed pages, the following:

- (1) Experience and knowledge in serving clients that are targeted by the grant funds, if applicable. (i.e., the homeless for ESG grant, persons with AIDS for HOPWA grant, homeless and special needs population for HOME TBRA)
- (2) Experience and knowledge in programs similar to those proposed in the application. For example, applicants for Emergency Solutions Grants should describe their experience in working with the homeless, operating an emergency or transitional shelter for the homeless, providing supportive services to the homeless, and providing services to help prevent homelessness. Similarly, applicants for CHDO funds should describe their experience in housing programs.

## MATRIX OF REQUIRED DOCUMENTS / FY 2018

DOCUMENT	TBRA	ESG	CHDO	NDP	CED	CSG	HOPWA	AMSFH		COC
								Non-Profit	For-Profit	
Charter	X	X	X	X		X	X			X
TN Certificate of Existence	X	X	X	X		X	X			X
By-laws	X	X	X	X		X	X			X
Mission Statement	X	X	X	X	X	X	X	X	X	X
501 c 3, 4 ,6,or 905	3	3	3, 4, 905	3		3	3	3		3
IRS Form 1099					X				X	
IRS Form 990	x	X	X	X		X	X	X		X
Agency Budget	x	X	X	X		X	X			X
Audit or Financial Statement and Management Letter	x	X	X	X		X	X			X
Authorization to Release Information					X				X	
Personal Financial Statement					X				X	
Officers & Board List	x	X	X	X	X	X	X	X	X	X
Board Composition			X	X						X
Board Participation				X						
Nondiscrimination Policy	X	X		X		X	X			
Staff Resumes	X	X	X	X		X	X			
Proposed Jobs Descriptions	X	X	X	X		X	X			
Support Letters/Memoranda of Understanding	x	X		If applicable		X	X			X
License (if required)				X						X
W-9	X	X	X	X	X	X	X	X	X	X

See the glossary on the following pages for an explanation of each item.

## SCIF Required Documents Glossary

*Charter:* The document filed with a U.S. state by a corporation's founders, describing the purpose, place of business, and other details of a corporation (also called articles of incorporation). A copy of your charter is required for SCIF to make sure your charter is current.

*Tennessee Certificate of Existence:* Documentation that the Tennessee Department of State recognizes you as a legal corporation. A copy of your Certificate of Existence is required for SCIF to make sure your certification is current.

*Bylaws:* The rules that govern the internal affairs or actions of a corporation. Bylaws generally include procedures for holding meetings and electing the board of directors and officers. The bylaws also set out the duties and powers of a corporation's officers. A copy of your bylaws is required for SCIF to determine the soundness of your organization and consistency with program funds sought.

*Mission Statement:* The fundamental purpose of your organization's activities. This is required for SCIF to determine the appropriateness with program funds sought.

*501(c)(3), 501(c)(4), 501(c)(6), or 501(c)(905):* Various sections of the Internal Revenue Code exempting certain charity and non-profit organizations from federal income tax. A copy of your organization's determination letter from the Internal Revenue Service recognizing your non-profit status, if applicable, is required for SCIF because non-profit status may be an eligibility requirement for certain types of funding.

*IRS Form 990:* The tax form filed with the IRS by tax-exempt organizations, other than private foundations. A copy of your most recently filed 990, if applicable, is required for SCIF as reference to your organization's financial statement as filed with the IRS and to show your organization is current with the IRS.

*IRS Form 1099:* The tax form filed with the IRS by organizations that pay certain kinds of payments subject to backup withholding. Backup withholding is an IRS procedure designed to ensure that a taxpayer who does not have a Social Security number or tax identification number will still have taxes withheld on their income. A copy of your most recently filed 1099, if applicable, is required for SCIF as reference to your organization's financial statement as filed with the IRS and to show your organization is current with the IRS.

*Agency Budget:* An itemized forecast of income and expenses expected in the future. This is required for SCIF to determine the soundness of your organization and need for funds.

*Audit:* An examination of the financial records, typically undertaken to clean up bookkeeping or to verify that proper records are being kept. Businesses and non-profit organizations often undergo an annual audit by an independent accounting firm. A copy of your organization's most recent audit is required in lieu of a financial statement for SCIF to determine the soundness of your organization.

*Financial Statement:* A written report that quantitatively describes the financial health of a company. A financial statement includes an income statement, the accounting of sales, expenses and net profit for a given period, and a balance sheet, the quantitative summary of a company's financial condition at a specific point in time, including assets, liabilities and net worth. This is required in lieu of an audit for SCIF to determine the soundness of your organization.

*Officers and Board List:* The names and contact information of the Directors currently serving on your organization's Board and identification of the individuals serving as officers of the Board. This is required for SCIF primarily for reference.

*Board Composition:* The street address and zip code, profession, age, gender, and ethnicity of each Board member to insure compliance with nondiscrimination policies, as well as other requirements specific to individual programs.

*Board Participation:* Documentation of the attendance of Board members at meetings. This is required for SCIF to gauge the involvement and support by the Board of Directors in the activities of the organization.

*Nondiscrimination Policy:* The federal requirements set forth in 24 CFR 5.105(a) regarding nondiscrimination and equal opportunity in hiring and access to services provided. Documentation of your organization's nondiscrimination policy is required for SCIF as a reference to your organization's compliance with the law.

*Staff Resumes:* The resumes of your organization's staff that will be involved in the programs for which funds are sought. This is required for SCIF to determine if the staff is likely to produce program success. Include full and part-time staff and consultants.

*Proposed Job Descriptions:* The qualifications required for the position and the duties to be performed. This is required for SCIF to determine if the job(s) to be performed is likely to produce program success.

*Support Letters/Memoranda of Understanding (MOU):* MOUs from leaders in the community, other related service providers, and possible collaborators documenting the need for the proposed services, their support, and/or their cooperation with your organization regarding the program for which funding is being sought. This is required for SCIF to document the community support and need for the proposed program, and promise of collaboration, if applicable.

*License:* Local and/or State license required for services to be provided with grant funds, such as childcare, health services, etc.

**EXHIBIT II: APPLICANT/AGENCY BUDGET**  
**TOTAL AGENCY REVENUES AND EXPENDITURES**  
**NON-PROFIT APPLICANTS ONLY**

Agency Name: \_\_\_\_\_

Agency Fiscal Year: from \_\_\_\_\_ to \_\_\_\_\_

	Actual FY 2016 Budget	Current FY 2017 Budget	Total Estimated FY 2018 Budget
<b>REVENUE</b>			
Agency Fund-raising			
Donations			
Government Grants/Loans			
Non-Govt. Grants Contracts			
Fees for Services			
Other Income			
<b>TOTAL REVENUE (A)</b>			
<b>II. EXPENDITURES</b>			
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Subscriptions/Memberships			
Communications			
Materials and Supplies			
Occupancy / Rent			
Local Transportation			
Client Services			
Major Equip. Purchases			
Bookkeeping/Audit			
Other			
<b>TOTAL EXPENDED (B)</b>			
<b>III. BALANCE (A - B)</b>			

\*FY 2016 means the year ending in 2016, FY 2017 means the year ending in 2017 and FY 2018 means the year ending in 2018.

### **EXHIBIT III: APPLICATION CERTIFICATIONS FOR ALL APPLICANTS**

The undersigned applicant is seeking grant or loan funds from the City of Memphis, Division of Housing and Community Development. The applicant understands that these funds are made available through the U.S. Department of Housing and Urban Development (HUD) and as a result, require compliance with numerous regulations. The applicant agrees to comply with applicable City, State, and Federal rules governing the funds (as applicable to a particular project), including but not limited to, the following:

1. The applicant will comply with the requirements of 24 CFR 570 (Community Development Block Grant), 24 CFR Part 92 (HOME Investment Partnership Act), or 24 CFR 576 (Emergency Solutions Grant Program, Stewart B. McKinney Homeless Assistance Act), as applicable.
2. The applicant will comply with the following Federal requirements as they apply to the project:
  - Title VI of the Civil Rights Act of 1964 which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;
  - Age Discrimination Act of 1975 which prohibits discrimination on the basis of age in the provision of services and employment;
  - Rehabilitation Act of 1975 which prohibits discrimination against an otherwise qualified handicapped person in the provision of services and employment and in the construction and rehabilitation of facilities for public use;
  - Title VIII of the Civil Rights Act of 1968, popularly known as the Fair Housing Act, and the Fair Housing Amendments of 1988 which prohibit any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making available or denying a dwelling to a person because of race, color, religion, sex, national origin, handicap, or familial status;
  - Section 109 of the Housing and Community Development Act of 1974 as amended regarding nondiscrimination in the provision of services funded in whole or in part with Community Development Funds;
  - Labor Standards in accordance with the Davis-Bacon Act, as amended, the Contract Work Hours and Safety Standards Act when applicable to a project;
  - Environmental standards as described in 24 CFR 570.604 and 24 CFR 58 by providing all information requested by the City and complying with all subsequent requirements determined by the City to address environmental problems;
  - National Historic Preservation Act and related acts and regulations with regard to the rehabilitation, demolition, and alteration of properties deemed to be of historic significance;



- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 for a project that displaces a family, individual, business, or nonprofit organization;
  - Executive Orders 11246 and 12086, as modified by 11375, which prohibit discrimination in all phases of employment during the performance of Federally assisted construction contracts;
  - Executive Order 11063 and implementing regulations at 24 CFR 107;
  - Executive Order 11625, 12432, and 12128 to make efforts to encourage the use of minority and women's business enterprises in connection with activities funded under this part;
  - Section 3 of the Housing and Urban Development Act of 1968 which requires that opportunities for training and employment be given to low and moderate income persons residing within the city limits of Memphis;
  - Lead-based paint elimination and use per 24 CFR 570.609;
  - Use of debarred, suspended, or ineligible contractors per 24 CFR 570.609;
  - Uniform administrative requirements of 24 CFR 85, OMB Circular A-122 and A-133 as applicable which require compliance with financial management standards, competitive procurement methods, regular reporting regarding the progress of the project, record keeping requirements, contractor bonding, property management and disposition standards, audit standards, conflict of interest standards, and so forth.
3. The applicant will provide a drug-free workplace by:
    - Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the agency's workplace and specifying actions that will be taken against employees for violation of such prohibition;
    - Establishing an ongoing drug-free awareness program and any other required actions regarding the maintenance of a drug-free workplace.
  4. The applicant shall follow Federal standards which prohibit the use of federally appropriated funds for influencing or attempting to influence any federal employee in the awarding of funds and require disclosure of such an action on Standard Form LLL-A Disclosure form to report lobbying.
  5. The applicant shall report all program income generated as a result of any federally assisted project and shall follow City requirements concerning the disposition of the program income.
  6. The applicant certifies that all sources of funding for any project submitted are shown on the project budget.
  7. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

8. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
9. Notice of awarding agency requirements and regulations pertaining to reporting.
10. Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention, which arises or is developed in the course of or under such contract.
11. Awarding agency requirements and regulations pertaining to copyrights and rights in data.
12. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
13. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

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Agency Name \_\_\_\_\_

Project(s) Title(s) (please list each individually):

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Signature, Executive Director \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature, Board Chairman \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Date Signed \_\_\_\_\_

## APPENDIX A

### 2016 CURRENT INCOME LIMITS

FAMILY SIZE	80% Median Family Income	50% Median Family Income	30% Median Family Income
1 PERSON	\$33,700	\$21,050	\$12,650
2 PEOPLE	\$38,500	\$24,050	\$16,020
3 PEOPLE	\$43,300	\$27,050	\$20,160
4 PEOPLE	\$48,100	\$30,050	\$24,300
5 PEOPLE	\$51,950	\$32,500	\$28,440
6 PEOPLE	\$55,800	34,900	\$32,580
7 PEOPLE	\$59,650	\$37,300	\$36,730
8 PEOPLE	\$63,500	\$39,700	\$39,700*

\*Same as 50% median family income

***Please note that the income limits described above apply to all counties in Tennessee, Arkansas, and Mississippi served by the HOPWA program.***

**APPENDIX B**  
**FY2016 FAIR MARKET RENTS**

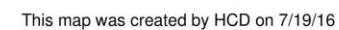
	<b>Efficiency</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
<b>Fair Market</b>	\$302	\$700	\$827	\$1128	\$1309

(Rents and Utilities)

***Please note that Fair Market Rents for HOPWA funded programs in Fayette, Shelby and Tipton Counties in Tennessee, Crittenden County, Arkansas and DeSoto County, Mississippi are included in the above Fair Market Rents.***

***Fair Market Rents for HOPWA funded programs in Marshall, Tate and Tunica Counties, Mississippi are included in the Appendix of the HOPWA Application Packet.***

## DPA Designated Areas



## SCIF TIMELINE FY2018

Friday, October 7, 2016	SCIF applications available/kick-off event
Friday, November 18, 2016	Deadline for all SCIF programs
<b><u>NOT LATER THAN</u></b>	
Friday, December 2, 2016	Departments send notices of receipt to all applicants
Friday, December 9, 2016	Reviewers prepare letters requesting information to correct technical deficiencies
Friday, December 16, 2016	Deadline to submit documents to correct technical deficiencies
Friday, January 6, 2017	Staff reviewers prepare rejection notices for applications submitted after the deadline and/or in an unacceptable format and letters of rejections for ineligible applicants and ineligible activities
Monday, January 9, 2017	Committee Reviews Begin
Friday, February 24, 2017	Committee Reviews Completed
Friday, March 31, 2017	Project Reviews Completed
Friday, April 7, 2017	Approval / rejection letters sent
July 1, 2016	Projects/Contracts begin